

Sign Permits

Apply for Sign Permit online at www.mypermitnow.org. Documents must be in PDF format. The following information is required for all sign permits.

1. Site plot plan, to scale in pdf format, to show these minimum items:
 - a. Proposed location of building showing dimensions on all sides to property lines and/or existing structures.
 - b. All existing servitudes
 - c. Sign must be set back a minimum of ten (10') feet from property line.
 - d. Show the site triangle graphic on plan

2. Construction plans, to scale, to include the following minimum items:
 - a. Structural and foundation calculations
 - b. Engineered drawings and calculations for structure and foundation for signs over 100 square feet
 - c. Submit electrical plans if sign is illuminated or LED sign.

3. Other important information needed prior to issuance of the permit:
 - a. Must be licensed with the City/Parish Jurisdiction to pull sign permit and erect signs.
 - b. Sign ordinance for design requirements may be viewed at:
<https://www.brla.gov/DocumentCenter/View/2258/Chapter-16---Signs-PDF>
<https://www.brla.gov/DocumentCenter/View/2280/Appendix-C---Sign-Graphics-Maps-and-Illustrations-PDF>

4. **Approvals** by other agencies required before issuance of permit, if necessary:
 - a. Signs located in Overlay Districts, PUD, or SPUD Zoning must contact Planning Commission for Approval (225)389-3144.
 - b. Signs located along the MOVEBR Proposed Road Projects right-of-way must have approval from the Move BR Program at (225)769-0546

5. **NOTE** -The building & site must comply with the following codes as amended:
 - a. 2015 International Bldg. Code
 - b. 2014 National Electric Code
 - c. EBRP Unified Development Code

** As per the City-Parish Drainage Engineer, neither a Flood Zone Determination Form nor a Proposed Certificate of Elevation is required, **HOWEVER**, the plans must show that the structure will be adequately anchored to the site.